



## **Jury Evidence Recording System (JERS)**

### **Exhibit Naming Conventions**

**Plaintiff(s)/Government:** (Exhibit name(s) begin with numerical characters)

General Format:    **<exhibit number> - <exhibit part>\_<exhibit description>.<file extension>**

Examples:

- Documents:    "1\_2009 Financial Statement.pdf"       "2\_2010 Financial Statement.pdf"
- Pictures:       "3\_Picture of Suspect.jpg"               "3-a\_Picture Suspect Close Up.gif"
- Audio:         "4\_Phone Conversation 1.mp3"       "4-a\_Phone Conversation 2.wav"
- Video:         "4-b\_Suspect in Store.wmv"           "4-c\_Suspect carrying TV.mpg"

**Defendant(s):** (Exhibit name(s) begin with alpha characters)

General Format:    **<exhibit number> - <exhibit part>\_<exhibit description>.<file extension>**

Examples:

- Documents:    "A\_2009 Financial Statement.pdf"       "B\_2010 Financial Statement.pdf"
- Pictures:       "C\_Picture of Suspect.jpg"               "C-1\_Picture Suspect Close Up.gif"
- Audio:         "D\_Phone Conversation 1.mp3"       "D-1\_Phone Conversation 2.wav"
- Video:         "D-2\_Suspect in Store.wmv"           "D-3\_Suspect carrying TV.mpg"

#### **PLEASE NOTE:**

- **All exhibits shall be described using neutral and non-adversarial terms. The exhibit description field is limited to 200 characters.**
- **For any exhibit that is marked for identification, do not include "(ID)" in the exhibit number or description of the JERS copy.**
- **While exhibit stickers are used for paper/physical exhibits, the electronic exhibits provided for use in JERS should not display the exhibit numbering stickers. The exhibit description given to the electronic version replaces the use of exhibit stickers.**